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UTILIZATION OF PERSONNEL, SPACE AND EQUIPMENT1. Present Installations.

a. All punched-card installations are now located in four separate offices and are performing the type of work as follows:

<u>OFFICE</u>	<u>LOCATION</u>	<u>USE</u>
OO/Contact Div.	South Bldg.	Non-governmental sources index
OCD/Biographic Register	M Bldg.	Biographic Indexes
Industrial Register	M Bldg.	Industrial Indexes
Machine Methods Div.	M Bldg.	Documentary Index
Machine Methods Div.	M Bldg.	Graphics Index
Machine Methods Div.	M Bldg.	<input type="checkbox"/> Index
Machine Methods Div.	M Bldg.	*Gazetteers
Machine Methods Div.	M Bldg.	Administrative Projects
SRC X X X	Q Bldg.	Classified
SO/Communications	L Bldg.	Classified

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*for purposes of efficient operation the key punching of gazetteer cards is performed in the Board of Geographic Names, South Interior Building. Machines and personnel are those of Machine Records Division.

b. OCD has the most extensive installation and is processing the greatest volume of work. A pool of tabulating machines has been established in OCD and is used in common by the Biographic Register, Industrial Register and Machine Methods Division. The pooling of machines is most economical and a high machine useage factor is obtained, thereby reducing costs.

c. The Contact Division/OO participated in the OCD machine pool until its offices were moved to South Building. It was decided at that time that for reasons of security and efficiency of OO/C operation, machines should be installed in South Building.

d. A separate and complete machine installation was established for the Special Research Center because the nature of the work required that it be performed separately.

e. The Communications Division/SO has an installation of one printing punch and one sorting machine. It is planned to increase this installation to a full complement of machines.

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2. Proposed Installation.

a. As stated in Tabs A, D and C, there are very definite advantages to be gained through the application of the punched-card method to Personnel Recording Accounting, Payroll Accounting and Physical Inventory and Stock Record Accounting and it has been recommended that these applications be established for Special Support Staff as soon as possible. However, the SSS source records are of such nature that they should not be removed from their location in L Building for processing. Therefore, a machine installation in L Building to handle both overt and covert administrative work for the Agency has been proposed.

b. For reasons described above, it is necessary to establish separate machine installations if CIA is to take immediate advantage of the increased efficiency and savings which can result from extension of the punched-card method throughout CIA. Therefore, it is proposed that:

(1) Sufficient number and type of machine required to perform for CIA Personnel Record Accounting, Payroll Accounting and Physical Inventory and Stock Record Accounting be installed in L Building under the Administrative Control of the Special Support Staff;

(2) the procedures established for these jobs be developed so that they can be extended to cover like work performed by the Administrative Staff;

(3) during the period required to complete the application of each job in SSS, the work now being performed by the Administrative Projects Branch, Machine Methods Division, OCD, be continued;

(4) as soon as each job in SSS has been completely installed, like work being performed in OCD for the Administrative Staff be transferred to the SSS installation;

(5) when all CIA administrative work is being performed by the SSS installation that the Administrative Project Branch be disestablished. (At that time the personnel remaining in the Administrative Branch will be transferred to the SSS installation.)

c. Some of the benefits to be derived from this plan are as follows:

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(1) The SSS installation will process only administrative applications.

(2) The procedures to be established for vouchered and unvouchered jobs will be the same which will permit the scheduling of all machine operations.

(3) The machine personnel will be trained on all jobs thereby permitting flexibility in the assignment of work.

(4) Revisions of existing procedures and development of new procedures and methods for both vouchered and unvouchered work can more easily be effected with all work being performed in the same shop.

3. The greatest utilization of potential machine time, and therefore the most economical use of machines, is obtained through the establishment of a central machine pool where sufficient machines are installed to perform the punched-card work of all operating offices.

A modified version of such a pool is now established in OCD, where the work of four Registers and CIA administrative work is now being performed. However, full centralization of machines operations in CIA is not feasible in different buildings not adjacent to each other; secure communication facilities between the operating offices and the central machine installation are not available; and it has been determined that certain applicable material should not be removed from the buildings where some of the operating offices are located. A centralized machine division for CIA would be feasible if CIA is ever housed in one building.

4. With the establishment of a machine group in L Building, there will be five separate installations located in various buildings and the growing need for centralized supervision and coordination of all punched-card activities within the Agency will become immediate. The necessary supervision and coordination can be obtained by the establishment of a machine planning and development group at the Staff level. Through such centralized supervision and coordination, tabulation project planners assigned to the several installations will not be isolated from each other and the following favorable results of directed activity will be achieved:

a. Elimination of duplication of development and planning effort.

b. The establishment of coordinated procedures.

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- (c) Uniformity in operating requirements and standards.
 - (d) Prevent misapplication of the punched-card method.
 - (e) Distribution of machines on work-load basis.
 - (f) Realization of maximum rather than the minimum benefits through interchange of development and operating ideas.
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